

Attachment B

Building Specifications

**JANITORIAL SERVICES CONTRACT
PREFACE TO DETAILED BUILDING TASKS**

The following pages list each cleanable building and area in the contract. Specific cleanable areas and/or flooring types are listed in the left-hand column entitled "Description of Area/Floor Type". The next column entitled "Shift" indicates a shift when the building or a specific area of the building shall be cleaned. A specific shift for some tasks is not designated and is annotated with "NTC", allowing the Contractor to select a shift and maintain the same shift for the duration of the contract. The location of a task in the building may dictate that the shift for that task match the primary shift. The third column is entitled "Routine Task" and indicates a brief description of the required task to be performed. The fourth column is entitled "Frequency" and indicates how often each cleaning task shall be performed. Some task frequencies are annotated "as needed". "As needed" tasks require routine daily monitoring and prompt completion of the task if the area or object is dirty. Further clarification/comments can be found below under the section titled "Comment/Clarification/Rationale". Special conditions are noted in some buildings and for some rooms.

There are several routine tasks which are listed under most buildings regardless of the specific flooring types in the building. These tasks are found under the following area descriptions: "Throughout Building", "Outside Building Entrances", "Outside Buildings", "Recycled Can Containers" and "Recycled Paper Containers" (see examples below). Only those tasks which apply to that building shall be performed and consequently priced out. This requirement also applies to the yearly hard surface floor care and the seasonal tasks. These tasks may be referenced against the flooring data found in SOW tables to determine applicability for each building. Example: "Shampoo all carpets....." only applies to those buildings which have carpeted areas, as indicated in the appropriate table.

NOTE: When a primary shift is selected for a building, this does not indicate that all rooms are accessible. Some rooms or areas will be locked and inaccessible due to security reasons. Therefore, tasks denoted with "*" shall be performed upon request from the customer, at no additional cost, on an occasional basis, but not to exceed once per month.

EXAMPLE ONLY			
Description of Area/Floor Type	Shift	Routine Task	Frequency
Lobby and Hall Offices; Terrazzo	2	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

<u>ROUTINE TASK DESCRIPTIONS</u>	<u>COMMENTS/CLARIFICATION/RATIONALE</u>
Dust mop all hard surface floors with treated or electrostatic dust mop.	Hard surface floor dust mopping applies to resilient and ceramic tile, terrazzo, concrete, wood and vinyl flooring. Dusting shall include the removal of spider and cob webs in all floor corners and along floor moldings.*
Dust all exposed areas on horizontal surfaces.	Dusting shall be done on exposed areas with caution not to disturb paperwork.*
Damp mop all stains and spills (i.e., coffee and drink spills).	Spills include those which are noted by the janitor, as well as those indicated by a customer or the COTR.

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<u>ROUTINE TASK DESCRIPTIONS</u>	<u>COMMENTS/CLARIFICATION/RATIONALE</u>
Clean both sides of all glass doors and side glass.	No further comments.
Police stairs and pick-up litter.	No further comments.
Dust mop stairs, dust railings, ledges and spot clean.	Dusting shall include the removal of spider and cob webs in all floor corners and along floor moldings.
Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Target buildings shall be scheduled 3 days in advance. The COTR will notify the Building Manager and Security of scheduled work. The Contractor shall post several notices, 3 days in advance, in target buildings. Areas which restrict access due to testing/work shall be rescheduled, at no additional cleaning cost. Some secure customer areas may require task to be performed during the day, and the contractor shall reschedule to accommodate. This task does not apply to concrete. Computer floors shall be done with the customers permission, using very little water and with extreme caution. Rationale: To avoid damage to cabling under flooring.
Using a high speed floor machine, spray buff all hard surface area.	Yearly buff shall take place approximately 6 months after the yearly "strip, scrub & polish" task, except where requested as a quarterly task in conjunction with quarterly "strip, clean, polish & dry" task. This task does not apply to concrete.
Vacuum walk-off mats.	No further comments.
Completely clean and vacuum carpeted elevator.	Vacuuming shall include the removal of spider and cob webs in all floor corners and along floor moldings.
Vacuum all carpeted traffic lane areas.	Vacuuming traffic lanes shall be done on alternating weeks from wall to wall vacuuming.
Fully vacuum all carpets from wall to wall.	Performance of this task shall include the movement of chairs, waste receptacles, electrical cords and any light weight floor obstructions which are easily accessible.*
Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Soap, paper towel and toilet paper dispensers shall be replenished to prevent them from being empty. Rationale: Restrooms in some buildings/areas support large volumes of customers and require monitoring and replenishment during both shifts.
Monitor sanitary napkin supplies and replenish, as needed.	Contractor shall monitor lab wide supply of feminine hygiene products and ensure that they are replenished to avoid a "stock out" situation.
Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD a record to COTR.	Monies should be collected frequently, but not less than quarterly. Contractor shall be responsible to furnish paper coin rolls. Canadian coins shall not be placed in rolls but be provided to the COTR separately. A record of the total monies collected shall be provided to both FMD and the COTR.

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PREFACE TO DETAILED BUILDING TASKS**

<u>ROUTINE TASK DESCRIPTIONS</u>	<u>COMMENTS/CLARIFICATION/RATIONALE</u>
Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	*Trash receptacles, placed outside locked rooms/areas, shall be emptied. Collected trash which is placed outside of buildings for pickup, shall be promptly picked up to prevent access by animals. Any strewn garbage around torn outside garbage bags shall be quickly cleaned up. Liner Replacement Rationale: Liners which are soiled with food, beverages or other odorous products will attract insects and rodents and odors may offend customers.
Clean and polish all drinking fountains.	No further comments. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Clean trash cans inside and out.	This task refers to interior trash receptacles. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Collect and remove all empty boxes found in halls and marked as "trash".	Boxes shall not be left in hallways for more than one day. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	This task is also referred to as the "Global Carpet Cleaning Initiative". Buildings shall be scheduled at least 3 days in advance with the COTR. Building Manager, Occupants and Security shall be notified. The Contractor shall post several notices, 3 days in advance, in target buildings. The price quote for yearly shampooing shall list the cost for shampooing separate from the furniture movement cost. Carpeted areas which have been shampooed under an IDIQ request within the same contract year shall not be shampooed under the yearly task. NOTE: Carpeting does not exist in all buildings (see Attachment R, Table 4 for carpeted areas).
Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. Building Managers and Security shall be notified.	Several notices shall be posted in buildings one week in advance. Notices shall request that customers clear off window sills. Windows which have been cleaned under an IDIQ request within the same contract year shall not be cleaned under the yearly task. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Germicidal cleaner shall be used. Restrooms which have been cleaned under an IDIQ request within the same contract year shall not be cleaned under the yearly task. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, and 3) clean up any debris dropped from vents.	Cleaning shall be performed during 2nd shift to minimize disruption to customers and to accommodate ladder access. Some areas/rooms are locked on 2nd shift. Contractor shall schedule access to locked areas with customer/s.
Clean ash trays outside building entrances.	Ashtrays with sand shall be sifted. "Smoker's Outpost" ashtrays shall be checked daily and emptied before they are full or when any combustible items other than cigarettes are found inside, but not more than once per day or less than once per week. Shift - NTC.

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PREFACE TO DETAILED BUILDING TASKS**

<u>ROUTINE TASK DESCRIPTIONS</u>	<u>COMMENTS/CLARIFICATION/RATIONALE</u>
Empty trash from outside garbage cans.	Few outside garbage cans exist around the Lab, and shall not be confused with trash dumpsters. Any garbage and debris which has fallen around the garbage can shall be picked up and disposed of. Cans shall be emptied whenever trash is found in them, but not more than once per day. Shift - NTC.
Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Notification to COTR shall be done promptly when the dumpster is full to allow lead time for recycling vendor to respond. Pending visit from recycling vendor, bags of recycled cans which can no longer be placed in dumpster shall be placed next to dumpster. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	Rationale: Contractors shall be vigilant to monitor the entrances to minimize any slippery conditions during both 1st and 2nd shifts. Increased response shall be performed during heavy snows. COTR requests will be in response to conditions cited by customer. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Shampoo all walk-off mats to remove salt stains.	Temporary walk-off mats shall be placed on the floor while the permanent walk-off mat is being cleaned. COTR shall be informed of the need to replace any worn mats. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	No further comments. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.

JANITORIAL SERVICES CONTRACT**Building No.: 3**

SPECIAL CONDITIONS: Bldg. 3 cleaning can only be accomplished from 4:30 p.m. to 6:00 a.m.
Basement

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobby and Hall Offices; Terrazzo	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices and Halls; Carpeted	See Bldg. Audit, Table 1	Exec. Restroom: Clean and sanitize fixtures, mirrors, counters, polish chrome, vacuum carpet, spot clean walls, refill dispensers, empty trash, sweep & damp mop floors with a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Completely clean and vacuum carpeted elevator.	Weekly

JANITORIAL SERVICES CONTRACT**Building No.: 3**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices and Halls; Carpeted	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall.	Once Every Other Week
6 Restrooms w/22 fixtures; Ceramic Tile	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Auditorium & Other Wood & Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Auditorium Kitchen	See Bldg. Audit, Table 1	Damp wipe kitchen countertops	Daily
"	See Bldg. Audit, Table 1	Wash inside of refrigerator. Food containers shall be taken out for cleaning task and returned when task is complete.	Yearly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily

JANITORIAL SERVICES CONTRACT**Building No.: 3**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT**Building No.: 3**

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly after Winter

JANITORIAL SERVICES CONTRACT**Building No.: 4**

SPECIAL CONDITIONS: Hanger floor is exposed to a large quantity of oil, grease & other grime requiring a special cleaning procedure involving dust mopping then immediately cleaning of the same area with a tennant machine. Cleaning should be performed in 1/4 sections over a 4 day period to complete entire hanger floor. Hanger floor and cleaning procedure includes Avionics Room, Parts Room/A&B, P.E. Room, Battery Shop, Supply Room Upstairs, Room 210 and hallways.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall.	Once Every Other Week
Offices/Halls/2 Stairwells, Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
4 Restrooms w/25 Fixtures, 1 Stairwell Resilient	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

JANITORIAL SERVICES CONTRACT**Building No.: 4**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms w/25 Fixtures, 1 Stairwell Resilient	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Hangar & 3 Metal Stairwells & "special condition" areas	1	Dust mop 1/4 of concrete hard surface floor with treated or electrostatic dust mop.	Weekly immediately prior to tennant machine cleaning
"	1	Run tennant machine on 1/4 of concrete hard surface floors.	Weekly immediately after dust mopping
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 4

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 4

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly after Winter

JANITORIAL SERVICES CONTRACT
Building No.: 5

SPECIAL CONDITIONS: To access CE-5, knock or call in to on-duty 2nd shift personnel for access. To access CE-9, ring buzzer to gain 1st shift access. Cleaning access is available on 1st shift for CW4D & CW4F.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices & Halls, Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Room 204A	1	Clean/scour sink.	Weekly
ITC Area	1	Wet mop.	Three Times Per Week
Cells/Halls/1 Stairwell/7 Restrooms, 41 fixtures	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 5

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Cells/Halls/1 Stairwell/7 Restrooms, 41 fixtures	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Weekly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
C5A, C9A, C7 & CE6	1	All routine cleaning tasks which apply to the Photo Lab. C5A - CE6 routine tasks must be done early in shift.	See frequency for each task as listed above.
Vending & Dining Area, Resilient	NTC	Wet mop entire area.	Daily
"	NTC	Using push brooms, sweep all open areas.	Daily
"	NTC	Damp clean and sanitize tabletops.	Daily
"	NTC	Damp clean interior and exterior of microwave oven.	Daily
"	NTC	Pickup all trash including papers, wrappers and any other debris.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 5

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Vending & Dining Area, Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Lobby/2 Stairwells/1 Restroom, 13 fixtures	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk off mats.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Weekly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 5

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Cells/6 Stairwells, 3 metal, 3 concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Weekly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Tool Crib	1	Damp mop floor.	Monthly
Basement Office Lunch Room	NTC	Damp mop floor.	Weekly
Basement, concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly

JANITORIAL SERVICES CONTRACT**Building No.: 5**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT**Building No.: 6**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices & Halls, Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; Terrazzo	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Halls & Offices; Resilient Tile	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 6

Description of Area/Floor Type	Shift	Routine Task	Frequency
Halls & Offices; Resilient Tile	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
C33 & C35	1	All routine cleaning tasks, as specified above, which apply to C33 and C35 to be done on 1st shift.	Per required task frequency above
4 Restrooms w/21 Fixtures; Resilient Tiles	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Concrete & Metal Flooring	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop except in basement where a shop vac is used to vacuum floor	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 6

Description of Area/Floor Type	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 6

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT**Building No.: 7**

Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices, Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Offices & Halls; 3 Restrooms; 16 Fixtures & 1 Stair	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Polish stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 7

Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices & Halls; 3 Restrooms; 16 Fixtures & 1 Stair	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Concrete Flooring	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.

JANITORIAL SERVICES CONTRACT
Building No.: 7

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 8

SPECIAL CONDITIONS: Cleaning shall be performed prior to 7:30 a.m. but cannot commence until after all VIC scheduled functions have been completed the evening before. Evening functions can run as late as Midnight. The VIC Area is alarmed and contractor shall ensure that alarm is reactivated when work is complete. Keyed access is available for locked offices, and contractor must ensure that offices are relocked.

Description of Area/Floor Type	Shift	Routine Task	Frequency
Carpeted; 2 Stairways (except Public Areas)	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Public Areas Only (does not include store room)	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Daily
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Daily
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Daily
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Daily
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Daily
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week

JANITORIAL SERVICES CONTRACT
Building No.: 8

Description of Area/Floor Type	Shift	Routine Task	Frequency
Public Areas Only (does not include store room)	See Bldg. Audit, Table 1	Clean & Scotch guard (~160) Chairs in the Auditorium.	Yearly
Concrete Area & 1 Rubber Stairwell	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Concrete Area & 1 Rubber Stairwell	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Wood Stage	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
3 Restrooms w/15 Fixtures and 1 Storeroom	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 8

Description of Area/Floor Type	Shift	Routine Task	Frequency
3 Restrooms w/15 Fixtures and 1 Storeroom	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
Throughout Building	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 8

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT**Building No.: 9**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Control Room; 1 Restroom w/3 Fixtures; Resilient Tile	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Balance of Area; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 9

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit, Table 1	Clean and polish all drinking fountains.	Daily
"	See Bldg. Audit, Table 1	Clean trash cans inside and out.	Yearly
"	See Bldg. Audit, Table 1	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	See Bldg. Audit, Table 1	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	See Bldg. Audit, Table 1	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	See Bldg. Audit, Table 1	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	See Bldg. Audit, Table 1	Clean ash trays outside building entrances.	As needed
Outside Buildings	See Bldg. Audit, Table 1	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	See Bldg. Audit, Table 1	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	See Bldg. Audit, Table 1	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT**Building No.: 9**

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	See Bldg. Audit, Table 1	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	See Bldg. Audit, Table 1	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 11

SPECIAL CONDITIONS: Daytime access may be denied throughout the building when secure item storage is required. Saturday cleaning requested and preferred for semi-annual carpet cleaning in four areas noted below.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobbies and Offices; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Clean both sides of all glass doors and side glass.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Halls; Offices; Resilient Tile; includes 2 Stairs	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Polish stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

JANITORIAL SERVICES CONTRACT**Building No.: 11**

Description of Area/Floor Type	Shift	Routine Task	Frequency
2 Restrooms w/11 Fixtures & Resilient Tile	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop & C.R.; Concrete includes 3 Metal Stairways	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT**Building No.: 11**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
Foyer, Main Control Room Auxiliary Control Room & 5 adjacent area rugs	Saturdays or 1st Shift	Shampoo carpeting and walk-off mats. Task shall include the movement of conventional furniture. Scheduling shall be coordinated in advance with customer organization.	Once every six months
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 11

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 12

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Locker Room; 1 Restroom w/4 Fixtures; Resilient Tile	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Control Room; Raised Vinyl	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 12

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Control Room; Raised Vinyl	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Other Areas; Concrete/Ceramic 3 Stairwells	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT**Building No.: 12**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 14

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Locker Room; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
"	1	Fully clean all showers. Clean rubber floor mats inside showers.	Three Times Per Week
Offices/Shops/ Halls/2 Restrooms & Stairs; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Clean both sides of all glass doors and side glass.	Weekly
"	1	Police stairs and pick-up litter.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 14

Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices/Shops/ Halls/2 Restrooms & Stairs; Resilient	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
"	1	Damp mop kitchen floor.	Daily
Room 111 & 112	1	Damp mop floor.	Monthly
All Concrete; 1 Restroom; 2 Metal Stairwells (except areas below)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Rooms 108 & 142A; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Month
Rooms 142A & 155; Concrete	1	Damp mop floor.	Twice Per Week
All Concrete; 1 Restroom; 2 Metal Stairwells	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly

JANITORIAL SERVICES CONTRACT
Building No.: 14

Description of Area/Floor Type	Shift	Routine Task	Frequency
All Concrete; 1 Restroom; 2 Metal Stairwells	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Machine Shop, General Shop (Rms. 142 & 122) & Rm. 144; Wood	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Month
Room 144; Wood	1	Damp mop floor.	Twice Per Week
Garage	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.

JANITORIAL SERVICES CONTRACT
Building No.: 14

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Satellite Picnic Area	1	Clean Satellite Picnic Area daily. Includes emptying and removing trash and debris, and damp wiping tables, as needed. Cleaning required generally from Spring through Fall or when area is in use.	Daily
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT**Building No.: 15**

SPECIAL CONDITIONS: Routine cleaning includes the restroom and breakroom behind the kitchen used by cafeteria workers.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices/Halls/Corridors; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
1st Floor Only	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Daily
2nd Floor Only	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
Rooms 101, 208 & 209	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Daily
"	See Bldg. Audit, Table 1	Clean chalk/dry eraser boards, dusters & chalk tray.	Daily
"	See Bldg. Audit, Table 1	Damp/clean & sanitize tabletops.	Daily
Credit Union; Empl.Assist.Prog.; Unions Offs.; & Exchange Store	1	All routine cleaning tasks, as specified above, which apply to the Credit Union; EAP, LESA & AFGE Offices & PX.	Per required task frequency above
Room 107	1	All routine cleaning tasks, as specified above which apply to Room 107.	Per required task frequency above
Medical Services	1	Collect and remove trash 2 times per day.	Two times per day
"	1	Remove Medical Waste and dispose of in accordance with required bio-hazard procedures.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 15

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Medical Services	1	Clean the 1 shower "In-use" every-other-week.	Once every other week
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Daily
Medical Services, Offices/Halls/Corridors; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Medical Services, 1st Floor Only	1	Vacuum all carpeted traffic lane areas.	Daily
9 Restrooms w/48 Fixtures; Halls; Offices; Resilient Tile	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Daily
"	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly

JANITORIAL SERVICES CONTRACT**Building No.: 15**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
9 Restrooms w/48 Fixtures; Halls; Offices; Resilient Tile	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Kitchen, Serving and Other Areas; Ceramic, Resilient Tile	See Bldg. Audit, Table 1	Using push broom sweep all open areas.	Daily
"	See Bldg. Audit, Table 1	Wet mop entire area.	Daily
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Kitchen, Serving Area; Ceramic, Resilient Tile	See Bldg. Audit, Table 1	Wash floor with degreaser to remove all dirt, grime and grease buildup which includes underneath all cooking equipment and furniture.	Weekly
Main Cafeteria	1	Collect and remove trash 3 times per day.	Three times per day
Main Cafeteria; 2 Hand Sinks	See Bldg. Audit, Table 1	Replenish paper towel dispenser.	Daily/As Needed
All Other Areas; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	See Bldg. Audit, Table 1	Clean Public Telephones and Spot Clean Booths	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 15

Description of Area/Floor Type	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 15

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Satellite Picnic Area	1	Clean Satellite Picnic Area daily. Includes emptying and removing trash and debris, and damp wiping tables, as needed.	Daily
Cafeteria Public Access Areas	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked into Cafeteria by customers. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 16

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
4 Restrooms w/20 Fixtures; Offices/Halls; Resilient Tile	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
" (except rooms cited below)	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Completely clean and damp mop hard floor elevator.	Weekly
Rms. 112, 318 & 328; Resilient Tile	1	Damp mop floor.	Weekly
4 Restrooms w/20 Fixtures; Offices/Halls; Resilient Tile	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 16

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms w/20 Fixtures; Offices/Halls; Resilient Tile	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement/Cells/2 Stairwells; Concrete (see exceptions below)	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Basement/Cells/2 Stairwells; Concrete (except bays/rms. below)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Bays 110; 150; 160; 170 & Stairs leading to Rm. 318 & 328; Concrete	1	Damp mop floor.	Weekly
Main Floor; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Machine Shop; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
11 Stairwells; Metal	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly

JANITORIAL SERVICES CONTRACT**Building No.: 16**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT**Building No.: 16**

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 21 and 21A

SPECIAL CONDITIONS: There are some locked areas in both Building 21 and 21A (i.e., Bldg. 21A, Room 5) which require the contractor to acquire a key for other than daytime cleaning.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Bldg. 21 - Offices & Halls; Carpeted (except 1st fl. SW Secured Areas)	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Bldg. 21 - Offices & Halls; Carpeted (Secured Areas Only - 1st fl. SW)	1	All routine cleaning tasks, as specified above, which apply to Secured Areas.	As specified
Bldg. 21 - Offices; Halls; Stairs; 5 Restrooms; Resilient Tile	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 21 and 21A

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Bldg. 21 - Offices; Halls; Stairs; 6 Restrooms; Resilient Tile	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Warehouse; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Bldg. 21 North Dock Outside Ramp	NTC	Sweep/clean dock ramp to remove debris, leaves and trash.	Quarterly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 21 and 21A

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean trash cans inside and out.	Yearly
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 21 and 21A

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Bldg. 21A - Offices; Halls & Print Shop; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Bldg. 21A - Mail Room & Print Shop; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Bldg. 21A - Storage Rms., 2 Restrooms; Halls; Resilient Tile	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Bldg. 21A - Storage Rms., 2 Restrooms; Halls; Resilient Tile (see exception below)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Bldg. 21A - Room 14H; Resilient Tile	1	Damp mop floor.	Twice Per Week
Bldg. 21A - Storage Rms., 2 Restrooms; Halls; Resilient Tile	1	Dust all exposed areas on horizontal surfaces.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 21 and 21A

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Bldg. 21A - Storage Rms., 2 Restrooms; Halls; Resilient Tile	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Clean both sides of all glass doors.	Weekly
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Bldg. 21A - Resilient Tile Areas (excluding Cal. Lab.)	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
Bldg. 21A - Resilient Tile Areas (excluding Cal. Lab.)	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Bldg. 21A - Calibration Laboratory	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of <u>anti-static</u> polish (provided by the customer upon advance notice), allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT**Building No.: 21 and 21A**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Bldg. 21 & 21A - Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 23

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices & Halls; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Main Floor (except areas as cited below)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Main Floor Halls (except areas as cited below)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Control Rooms; Halls; Elevator/Offices; Resilient Tile	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
"	See Bldg. Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 23

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; 2 Stairwells; 4 Restrooms; Ceramic	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop; Cells; 2 Stairwells; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
W1 & W220	1	All routine cleaning tasks, as specified above, which apply to W1 & W220.	As specified

JANITORIAL SERVICES CONTRACT
Building No.: 23

Description of Area/Floor Type	Shift	Routine Task	Frequency
Basement	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 23

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Building No.: 24

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Control Rooms; 1 Restroom; Resilient Tile	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Halls; Test Cells; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Metal Flooring	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

JANITORIAL SERVICES CONTRACT**Building No.: 24**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 24

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 28

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
2 Restrooms w/9 Fixtures & Other Areas Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Clean both sides of all glass doors and side glass.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 28

Description of Area/Floor Type	Shift	Routine Task	Frequency
Other Areas; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Instrument Pool Area only	1	Damp mop hard surface floor.	5 Times Per Year
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 28

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 34

Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices/Hall/ 2 Restrooms w/15 Fixtures; Resilient (see exceptions below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
Rooms 119 - 126	1	All routine cleaning tasks, as specified above which apply to Rooms 119 - 126.	As stated above
Offices/Hall/ 2 Restrooms w/15 Fixtures; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 34

Description of Area/Floor Type	Shift	Routine Task	Frequency
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 34

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 35

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices/Test Cells/ 2 Restrooms w/7 Fixtures; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 35

Description of Area/Floor Type	Shift	Routine Task	Frequency
Throughout Building	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 35

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 37

Description of Area/Floor Type	Shift	Routine Task	Frequency
Vinyl Areas (see exception below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
NW Wing	1	All routine cleaning tasks, as specified above, which apply to the NW Wing.	As specified above
Restroom w/5 Fixtures; Ceramic tile	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Concrete & Metal Flooring	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 37

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Concrete & Metal Flooring	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 37

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 38

SPECIAL CONDITIONS: ASCR area shall be accessed with occupant escort who has pad access. Point of Contact is Sue Atkins at 3-5930.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Control Room & Lower Test Area; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement & Corridors; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
All Other Areas; 2 Stairwells; Metal	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 38

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 38

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT**Building No.: 39**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
2 Restrooms w/4 Fixtures	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Control Room and Other Concrete Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 39

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 45

SPECIAL CONDITIONS: When cleaning is performed on 2nd shift, the janitor is responsible for ensuring that the front door is locked and is required to exit the building through the side door and ensure that the door is locked.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Foyer; Offices; Halls, Stairs, Assembly Area, Bridge; Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
2 Restrooms w/5 Fixtures; Ceramic	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly

JANITORIAL SERVICES CONTRACT
Building No.: 45

Description of Area/Floor Type:	Shift	Routine Task	Frequency
2 Restrooms w/5 Fixtures; Ceramic	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Bridge; Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Level 5 Landing (outside elevator); Rubber	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Levels 1, 3, 4, 5, 6, 7 & 8 Test Areas; Rubber & Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Levels 3, 4, 5, 6, 7 & 8 Test Areas; Rubber	2	Clean, wax & buff.	Yearly
Upper Hall; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Level 1; Concrete	2	Strip, clean, wax & buff.	Yearly
Level 5, 8 & along Bridge	NTC	Damp wipe of horizontal ledges along wall perimeters and stairwell test areas	Yearly
Level 5 & 8	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
Throughout Building (except in specified levels above)	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 45

Description of Area/Floor Type	Shift	Routine Task	Frequency
Throughout Building (except in specified levels above)	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Can Containers	NTC	Monitor recycled can containers to identify when they are full, then empty and transport to central dumpster behind Bldg. 16. Notify COTR when central dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT**Building No.: 45**

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 49

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Clean both sides of all glass doors and side glass.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
7 Restrooms; Halls; Resilient	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Completely clean and damp mop hard floor elevator.	Weekly
"	1	Police stairs and pick-up litter.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 49

Description of Area/Floor Type:	Shift	Routine Task	Frequency
7 Restrooms; Halls; Resilient	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement; Rooms 10 - 19	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Rooms 7A, 29, 32, 33 & 38	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Basement; Cells; Corridors; Concrete (except designated rooms)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Basement; Cells; Corridors; Concrete	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 49

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 49

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 50

Description of Area/Floor Type	Shift	Routine Task	Frequency
Office; Halls; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Clean both sides of all glass doors and side glass.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Shop; Offices; Locker Room; 4 Restrooms; Resilient Tile	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Offices; Locker Room; 4 Restrooms; Resilient Tile	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Shop; Resilient Tile	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Shop; Offices; Locker Room; 4 Restrooms; Resilient Tile	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 50

Description of Area/Floor Type	Shift	Routine Task	Frequency
Shop; Offices; Locker Room; 4 Restrooms; Resilient Tile	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Stairs; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Shop; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Shop; Stairs; Concrete	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Wood Model Area; Wooden	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 50

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 50

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 51

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Halls; Control Room; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
2 Restrooms; 16 Fixtures; All Other Concrete	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 51

Description of Area/Floor Type	Shift	Routine Task	Frequency
2 Restrooms; 16 Fixtures; All Other Concrete	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 51

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 53

Description of Area/Floor Type	Shift	Routine Task	Frequency
1 Restroom w/5 Fixtures; Control Room; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly

JANITORIAL SERVICES CONTRACT**Building No.: 53**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Areas; Concrete	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT**Building No.: 53**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 54

SPECIAL CONDITIONS: No cleaning access available for Room 11.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
1 Restroom; Offices; Hall; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly

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Building No.: 54

Description of Area/Floor Type	Shift	Routine Task	Frequency
1 Restroom; Offices; Hall; Resilient	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
4 Restrooms; Ceramic	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement; Lobby; 2 Stairs; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
3 Trailers behind Bldg. 54	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

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Building No.: 54

Description of Area/Floor Type	Shift	Routine Task	Frequency
3 Trailers behind Bldg. 54	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 54

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 55

Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices; Hall; Control Room; 3 Restrooms; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Concrete; includes 4 Stairs	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 55

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Concrete; includes 4 Stairs	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

JANITORIAL SERVICES CONTRACT**Building No.: 55**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 56

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Areas Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily

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Building No.: 56

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 57

SPECIAL CONDITIONS: Key access required for entry into the Basement.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom; 1 Stairwell; Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.

JANITORIAL SERVICES CONTRACT
Building No.: 57

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 60

SPECIAL CONDITIONS: Access into Rooms 12 & 113 are locked during 1st Shift, and required access by Library personnel.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 3 Stairs; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Clean both sides of all glass doors and side glass.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	1	Vacuum all carpeted traffic lane areas.	Weekly
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
5 Restrooms w/29 Fixtures; Other Areas; Resilient	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Completely clean and damp mop hard floor elevator.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 60

Description of Area/Floor Type:	Shift	Routine Task	Frequency
5 Restrooms w/29 Fixtures; Other Areas; Resilient	1	Police stairs and pick-up litter.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices; Halls; 3 Stairs; Carpeted	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Basement; Other Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.

JANITORIAL SERVICES CONTRACT**Building No.: 60**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 61

SPECIAL CONDITIONS: PIN code access required.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom w/2 fixtures; Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
All remaining areas concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.

JANITORIAL SERVICES CONTRACT**Building No.: 61**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 64

Description of Area/Floor Type	Shift	Routine Task	Frequency
Office; 2 Control Rooms; 4 Restrooms; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Office; 2 Control Rms.; 4 Restrms.; Resilient (see exceptions below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Office; 2 Control Rooms; 4 Restrooms; Resilient	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
Electrical Mezzanine	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
"	NTC	Damp mop hard surface floor.	Weekly
MODP Electrical Control Room	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
"	NTC	Damp mop hard surface floor.	Monthly
Office; 2 Control Rooms; 4 Restrooms; MODP Electrical Room; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 64

Description of Area/Floor Type	Shift	Routine Task	Frequency
Office; 2 Control Rooms; 4 Restrooms; MODP Electrical Room; Resilient	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Lunchroom	NTC	Damp mop hard surface floor.	Twice per week
"	NTC	Damp wipe down 2 tables, 6 chairs, 1 counter, refrigerator and stove top.	Twice per week
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Twice Per Year
"	2	Using a high speed floor machine, spray buff all hard surface area.	Twice Per Year
1st Floor Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
6 Communication Booths	NTC	Fully vacuum all carpets from wall to wall	Monthly

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Description of Area/Floor Type	Shift	Routine Task	Frequency
Conference Booth & Main Ops. Office	NTC	Damp mop hard surface floor.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Quarterly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Quarterly
Basement main traffic areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Throughout Building (except in basement as indicated below)	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
Basement	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Weekly
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	Weekly
Throughout Building	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices; Halls; 2 Restrooms w/9 Fixtures; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices; Shop; 4 Stairwells; Metal; Concrete (except as noted below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large hard surface areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Offices; Shop Area; 4 Stairwells; Metal; Concrete	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

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Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices; Shop Area; 4 Stairwells; Metal; Concrete	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Metal Flooring (except as noted below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large hard surface areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Metal Flooring	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Shop Area; 2 Stairwells; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Shop Area; Hallway; Restroom; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Shop Area; Hallway; Restroom; Resilient	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Areas Concrete w/6 Stairwells & Restroom	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily

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Description of Area/Floor Type	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Corridors; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Rooms 112 & 124	1	All routine cleaning tasks, as specified above, which apply to Rooms 112 & 124.	See frequency for each task as listed above.
Lobbies; 3 Stairwells; 8 Restrooms w/55 Fixtures	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Lobbies; 3 Stairwells; 8 Restrooms w /55 Fixtures (see exceptions)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Large Hard Surface Areas	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Lobbies; 3 Stairwells; 8 Restrooms w/55 Fixtures	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobbies; 3 Stairwells; 8 Restrooms w/55 Fixtures	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices; Halls; 1 Restroom w/5 Fixtures; Resilient	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Offices; Halls; 1 Restroom w/5 Fixtures; Resilient (see exception)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Offices; Halls; 1 Restroom w/5 Fixtures; Resilient	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

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Description of Area/Floor Type	Shift	Routine Task	Frequency
Bsmnt.; 2 Stairwells; Concrete /Metal Flooring (see exception)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Basement; 2 Stairwells; Concrete/Metal Flooring	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
Basement; 2 Stairwells; Concrete/Metal Flooring	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Large Hard Surface Areas	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Raised Computer Tile	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	See Bldg. Audit, Table 1	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit, Table 1	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	See Bldg. Audit, Table 1	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

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Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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SPECIAL CONDITIONS: After hour cleaning will require keyed access.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Platform; Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Open Areas; Concrete; includes 1 Metal Stair	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Metal Flooring; includes 1 Stairwell	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Metal Flooring; includes 1 Stairwell	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 83

Description of Area/Floor Type	Shift	Routine Task	Frequency
1 Restroom w/4 Fixtures; Concrete	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

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Building No.: 83

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 84

Description of Area/Floor Type	Shift	Routine Task	Frequency
All Areas; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

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Building No.: 84

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 85

SPECIAL CONDITIONS: Access to this building shall be given by resident customer. Cleaning shall be done between 4:30 p.m. and 6:00 a.m. only.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Flexwall	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Main Floor; includes 9 Metal Stairwells	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Monthly
Basement	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

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Building No.: 85

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 86

SPECIAL CONDITIONS: Access to this building shall be given by resident customer. Cleaning shall be done between 4:30 p.m. and 6:00 a.m. only. Access may be available through Bldg. 113 which is attached.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 3 Stairwells; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Halls; Offices; 2 Elevators; 1 Restroom; Resilient	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly

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Building No.: 86

Description of Area/Floor Type	Shift	Routine Task	Frequency
Halls; Offices; 2 Elevators; 1 Restroom; Resilient	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
"	See Bldg. Audit, Table 1	Polish stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Control Room 131/Test Section	1	All routine cleaning tasks, as specified above, which apply to Control Room 131/Test Section. Includes Mezzanine 1 & 2.	See frequency for each task as listed above.
1 Stairwell; 8 Restrooms w/42 Fixtures; Ceramic	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop Areas; Basement; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Shop Areas; Basement; Concrete	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

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Building No.: 86

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT**Building No.: 87**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Control Room & Mezzanine over C.R.; Resilient (see exceptions)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Control Room & Mezzanine over C.R.; Resilient	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
1 Restroom w/3 Fixtures; Concrete (see exceptions)	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
All Other Areas Concrete w/4 Metal Stairwells (see exception)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
All Other Areas Concrete w/4 Metal Stairwells	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Areas Concrete w/4 Metal Stairwells	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

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Building No.: 87

Description of Area/Floor Type	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 88

Description of Area/Floor Type	Shift	Routine Task	Frequency
1 Restroom w/6 Fixtures & Control Room; Resilient	2	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	2	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	2	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	2	Dust all exposed areas on horizontal surfaces.	Weekly
"	2	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop; Other Areas; 1 Stairwell; Concrete	2	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	2	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Police stairs and pick-up litter.	Weekly
"	2	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

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Building No.: 88

Description of Area/Floor Type	Shift	Routine Task	Frequency
Main Lunchroom	2	Damp mop floor.	Weekly
Throughout Building	2	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

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Description of Area/Floor Type	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 90

SPECIAL CONDITIONS: Customer access required into control room and mechanical build-up shop.

Description of Area/Floor Type	Shift	Routine Task	Frequency
Office; Control Room; Resilient	2	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	2	Dust all exposed areas on horizontal surfaces.	Weekly
"	2	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Restroom; Open Areas; Concrete	2	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	2	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	2	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Dust all exposed areas on horizontal surfaces.	Weekly
"	2	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Police stairs and pick-up litter.	Weekly

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Building No.: 90

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Restroom; Open Areas; Concrete	2	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	2	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 94

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Open Areas; 1 Restroom; Concrete	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily

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Building No.: 94

Description of Area/Floor Type:	Shift	Routine Task	Frequency
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 95

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Monthly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly

JANITORIAL SERVICES CONTRACT
Building No.: 98

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Control Room (Vinyl)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

JANITORIAL SERVICES CONTRACT**Building No.: 98**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 100

SPECIAL CONDITIONS: There are secure areas in both Bldg. 100 and 100 Annex. Access shall be facilitated by using the phone located in the front lobby and dialing one of the designated contacts on the list posted by the phone.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Offices; Halls; 2 Restrooms; Resilient	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
All Other Areas Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 100

Description of Area/Floor Type	Shift	Routine Task	Frequency
All Other Areas Concrete	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 100

Description of Area/Room Numbers/Floor Type	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed
Offices; Halls; 2 Restrooms; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.

Description of Area/Floor Type	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 101

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office Areas; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
All Other Areas includes 2 Restrooms w/5 Fixtures	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 101

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 101

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 102

Description of Area/Floor Type	Shift	Routine Task	Frequency
2 Restrooms w/8 Fixtures; Offices	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Cells; Shop Areas; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 102

Description of Area/Floor Type	Shift	Routine Task	Frequency
Cells; Shop Areas; Concrete	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Control Room 1	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Upon request but not more than weekly
"	1	Dust all exposed areas on horizontal surfaces.	Upon request but not more than weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Upon request but not more than weekly
"	1	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Upon request but not more than yearly
"	1	Using a high speed floor machine, spray buff all hard surface area.	Upon request but not more than yearly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.

JANITORIAL SERVICES CONTRACT**Building No.: 102**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 104

Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices; Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Quarterly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Quarterly
Restroom w/4 Fixtures; Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
1 Office; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
All Other Concrete includes 1 Metal Stairwell	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 104

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Concrete includes 1 Metal Stairwell	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
All Concrete Areas	NTC	Granitex floor.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 104

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT**Building No.: 105**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; Offices; Halls; Elevator; Resilient (see exception below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Lobby; Offices; Halls; Elevator; Resilient	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
5 Restrooms; 1 Stairwell; Terrazzo	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 105

Description of Area/Floor Type	Shift	Routine Task	Frequency
5 Restrooms; 1 Stairwell; Terrazzo	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Basement; Open Areas; 2 Stairwells; Concrete (see exceptions below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Basement; Open Areas; 2 Stairwells; Concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 105

Description of Area/Floor Type	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 105

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 106

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted Areas	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; 2 Stairwells; Terrazzo (see exception below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Lobby; 2 Stairwells; Terrazzo	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices; Halls; 5 Restrooms; 1 Stairwell; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 106

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 5 Restrooms; 1 Stairwell; Resilient	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Offices; Halls; 5 Restrooms; 1 Stairwell; Resilient (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Offices; Halls; 5 Restrooms; 1 Stairwell; Resilient	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement; Open Areas; Concrete (see exception below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 106

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Basement; Open Areas; Concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

JANITORIAL SERVICES CONTRACT**Building No.: 106**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 107

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted Areas	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
2 Restrooms w/14 Fixtures; Offices; Halls; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop; Other Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily

JANITORIAL SERVICES CONTRACT**Building No.: 107**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Shop; Other Areas; Concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Metal Flooring includes 2 Stairwells	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.

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Building No.: 107

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 108

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Main Gate House; Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Three Times Per Week
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Main Gate House; 2 Restrooms; Service Area; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Wash interior and exterior of windows and glass on doors.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

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Building No.: 108

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Guard Station; Resilient	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
"	NTC	Wash interior and exterior of windows and glass on doors.	Weekly
Throughout Buildings	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.

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Building No.: 108

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
"	NTC	Clean and polish all drinking fountains.	Daily
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 109

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Shop; 1 Restroom; Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.

JANITORIAL SERVICES CONTRACT
Building No.: 109

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 110

Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices & Areas; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; Halls; Offices; 2 Restrooms; 2 Stairs	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

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Building No.: 110

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; Halls; Offices; 2 Restrooms; 2 Stairs	See Bldg. Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
6 Restrooms; Terrazzo	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Concrete w/2 Stairwells; Metal	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 110

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 110

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT**Building No.: 113**

SPECIAL CONDITIONS: Limited access to this facility is accommodated by building representatives.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Vinyl Area	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 113

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 114

Description of Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom; All Others; Concrete	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT**Building No.: 114**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 124

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Monthly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 124

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 125

Description of Area/Floor Type	Shift	Routine Task	Frequency
Lobby; Control Room; Corridors; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Control Room; Offices; Halls; Elevator; Resilient (see exception)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Floor Area	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Control Room; Offices; Halls; Elevator; Resilient	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
"	See Bldg. Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
4 Restrooms w/13 Fixtures; Terrazzo	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 125

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms w/13 Fixtures; Terrazzo	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices; Computer Rooms; Raised Vinyl Tile (see exception below)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Floor Area	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Offices; Computer Rooms; Raised Vinyl Tile	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop Area; 9 Stairs 6 Metal; 3 Concrete (see exceptions)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Shop Area	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Month
Small Shop Area	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly

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Building No.: 125

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Shop Area; 9 Stairs 6 Metal; 3 Concrete	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

JANITORIAL SERVICES CONTRACT**Building No.: 125**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 137

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Areas; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Truck Scale Equipment Room (Shown as Building 119)	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 137

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 142

SPECIAL CONDITIONS: Rooms 160 & 260 required PIN # and key card access granted from building resident, R. Solomon (3-5682).

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Corridors; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; 5 Stairwells; 8 Restrooms; Terrazzo	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly

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Building No.: 142

Description of Area/Floor Type	Shift	Routine Task	Frequency
Lobby; 5 Stairwells; 8 Restrooms; Terrazzo	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Operations Room; Raised Computer Tile	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Other Areas; Concrete; includes 1 Stairwell	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 142

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

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Building No.: 142

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 143

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Control Room; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
Offices; Halls; Control Room; Carpeted (see exception)	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Room 100	NTC	Fully vacuum all carpets from wall to wall	Daily
2 Offices; Resilient includes 1 Stairwell	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 143

Description of Area/Floor Type:	Shift	Routine Task	Frequency
2 Restrooms w/8 Fixtures; Terrazzo	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
2 Restrooms w/8 Fixtures; Terrazzo	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement Area; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.

JANITORIAL SERVICES CONTRACT
Building No.: 143

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 145

Description of Area/Floor Type	Shift	Routine Task	Frequency
Offices; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
2 Restrooms; 5 Fixtures; Ceramic	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Halls; Resilient	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

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Building No.: 145

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Halls; Resilient	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Computer Room; Raised Vinyl Tile	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Areas; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily

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Building No.: 145

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 212

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Restroom; Vinyl	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Office Area; Vinyl	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
Restroom; Office Area; Vinyl	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 300

SPECIAL CONDITIONS: Cleaning of this facility shall be performed prior to 7:00 a.m.
Seasonal cleaning is required and detailed under Seasonal Tasks.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Living Room; Dining Room; Halls; Carpeted	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Daily
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
2nd Floor; includes 2 Stairwells; Wood	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
5 Restrooms w/24 Fixtures; Rooms; Kitchen; Stairwells; Resilient	See Bldg. Audit, Table 1	Clean and sanitize all sinks and counter tops and wipe dry.	Daily
"	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily
"	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
5 Restrooms w/24 Fixtures; Rooms; Kitchen; Stairwells; Resilient	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
"	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	See Bldg. Audit, Table 1	Clean refrigerator, and empty contents at customer request.	Weekly
"	See Bldg. Audit, Table 1	Detail clean shelves, tray carts, appliances, coolers, freezers and exhaust fans.	Weekly
"	See Bldg. Audit, Table 1	Completely clean stove to include burners, burner wells, ovens and oven trays.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Concrete, inside	See Bldg. Audit, Table 1	Wet wipe and sanitize table tops and bar area in basement.	Yearly
"	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

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Building No.: 300

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	Off Seasonal, As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

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Building No.: 300

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Outside Building	See Bldg. Audit, Table 1	Thoroughly clean grills, inside and out. Wash and clean all concrete floors. Clean table tops and bar area.	Yearly before Seasonal Use
"	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily or as needed during Seasonal use
All Concrete, outside	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily during Seasonal Use
Grille Area; Concrete	See Bldg. Audit, Table 1	Monitor grills to detect cleanliness condition. Clean inside and outside of grills to remove any dirt or food found.	Daily during Seasonal Use
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 301

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
5 Restrooms; Offices; Elevator; 2 Stairwells; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly

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Building No.: 301

Description of Area/Floor Type:	Shift	Routine Task	Frequency
5 Restrooms; Offices; Elevator; 2 Stairwells; Resilient	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
5 Rstrms.; Offices; Elevator; 2 Strwls.; Resil. (see exception)	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Room 153	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Monthly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Monthly
ION Room	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Three Times Per Year
"	2	Using a high speed floor machine, spray buff all hard surface area.	Three Times Per Year
Bay; Shop Area; 1 Restroom; 5 Stairwell; Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Bay; Shop; 1 Rstrm.; 5 Strwl.; Concrete (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Ground Floor/Basement Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Bay; Shop Area; 1 Restroom; 5 Stairwell; Concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Bay; Shop Area; 1 Restroom; 5 Stairwell; Concrete	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	NTC	Police floor/ground area on both sides of overhead doors and pick-up & remove leaves and trash.	Twice Per Week
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.

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Building No.: 301

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 302

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; Halls; Offices; Elevator; 3 Stairwells (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Large Hard Surface Floors	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
4 Restrooms w/26 Fixtures; Ceramic	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

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Building No.: 302

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms w/26 Fixtures; Ceramic	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
All Other Areas; Concrete (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Large Hard Surface Floors	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.

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Building No.: 302

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed
Lobby; Halls; Offices; Elevator; 3 Stairwells	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 309

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Halls; Offices; 2 Restrooms; Elevator; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

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Building No.: 309

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Halls; Offices; 2 Restrooms; Elevator; Resilient	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Halls; 2 Stairwells; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Polish stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Dry Room Perimeter Hall, Concrete	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Damp mop hard surface floor.	Weekly
"	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Weekly
"	NTC	Clean both sides of all glass doors.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

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Building No.: 309

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

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Building No.: 309

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Building No.: 322

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; 1 Restroom w/2 Fixtures; Resilient	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Raised Computer Tile	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

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Building No.: 322

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Raised Computer Tile	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

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Building No.: 322

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 333

SPECIAL CONDITIONS: Access into the TSC area, Rooms 102, 104, 108, 150, 151, 152, & 153 and the Visitor's Center Room located near Room 150 requires either an assigned PIN code or key access. See Chuck Sommers (3-8415) for key and PIN Code access. High Bay area is kept locked and requires access through Bonded Storage attendant, Sherice Sampson.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
4 Restrooms; Office; Halls; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 333

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms; Office; Halls; Resilient	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop Area; Concrete; includes 5 Stairwells	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Labs A and B in 100 West, Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Raised Computer Tile Area	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 333

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Raised Computer Tile Area	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

JANITORIAL SERVICES CONTRACT**Building No.: 333**

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 333A

SPECIAL CONDITIONS: See attendant for access into caged area. Any cleaning performed on second shift requires PIN access which can be secured through Jim Mullins.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Main Areas; Concrete; 1 Restroom (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Month
Main Areas; Concrete; 1 Restroom	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and put in paper rolls containing 40 quarters, 50 dimes and 40 nickels per roll with no Canadian coins. Contractor shall provide rolls. Rolls shall be given to FMD. Copy record for COTR.	Quarterly
"	NTC	Pickup and empty boxes.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
EMI Lab; Tile	NTC	Wet mop entire area.	Monthly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Acoustical Test Laboratory (ATL), Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of <u>antistatic</u> polish (provided by the contractor), allow to dry.	5 Times Per Year
"	2	Using a high speed floor machine, spray buff all hard surface area.	5 Times Per Year

JANITORIAL SERVICES CONTRACT
Building No.: 333A

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Mezzanines; Metal	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Year
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Throughout Building	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 333A

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 341

SPECIAL CONDITIONS: The cleaning time of this facility shall be integrated with customer use in that light cleaning will begin at ~ 6:00 p.m., vacuuming of the Fitness Center shall commence after closing at 7:00 p.m., and the cleaning of the shower and locker areas shall commence after 7:30 p.m. when all customers must be out. The Janitor shall lock all areas except for the toilet areas after cleaning is complete. Cleaning of toilet areas must be done to ensure cleanliness and sufficient supplies exist for any after-hour functions/events at the Picnic Grounds. The contractor shall consult the on-line schedule for Picnic Ground use on a daily basis. When a function/event is scheduled for that evening, the contractor shall visit the facility restroom area again either at the end of the second shift (if the function ends prior to the end of second shift) or at the beginning of the next day's first shift to replenish any low supplies. If the facility restroom area is found to be below required quality standards, the contractor shall perform required tasks again to bring the facility into compliance for floors, countertops, mirrors, sinks, toilets, and trash receptacles prior to Fitness Center opening.

Description of Area/Floor Type	Shift	Routine Task	Frequency
Restrooms w/28 Fixtures, Shower & Changing Area; Terrazzo	See Bldg. Audit, Table 1	Wet mop entire area.	Daily
"	See Bldg. Audit, Table 1	Using a push broom, sweep all open areas.	Daily
"	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Fully clean all shower rooms and changing rooms using a germicidal cleaner. Includes damp wiping benches with special attention to corners and grout.	Daily
"	See Bldg. Audit, Table 1	Fully clean all showers using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Clean steam room/sauna removing all streaks and stains. Sanitize benches and floor grates. Damp mop floor with disinfectant.	Twice Per Week
"	See Bldg. Audit, Table 1	Using pressure washer, remove all visible soil (includes shower area, changing area & bathroom).	Quarterly
"	See Bldg. Audit, Table 1	Wash student school lockers inside and out.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 341

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Restrooms w/28 Fixtures, Shower & Changing Area; Terrazzo	See Bldg. Audit, Table 1	Replace shower mats.	Yearly
"	See Bldg. Audit, Table 1	Replace shower curtains.	Yearly
"	See Bldg. Audit, Table 1	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	See Bldg. Audit, Table 1	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Main hall/foyer; Terrazzo	See Bldg. Audit, Table 1	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Twice Per Year
"	See Bldg. Audit, Table 1	Using a high speed floor machine, spray buff all hard surface area.	Twice Per Year
All Areas; Carpeted	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
"	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
"	See Bldg. Audit, Table 1	Wash interior walls in work out area.	Once Every Two Years
Rubberized Flooring	See Bldg. Audit, Table 1	Vacuum rubberized flooring.	Weekly
"	See Bldg. Audit, Table 1	Damp mop rubberized flooring with PH neutral cleaner.	Weekly
Wood Floor	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily

JANITORIAL SERVICES CONTRACT
Building No.: 341

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	See Bldg. Audit, Table 1	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs. Includes dust removal on all open beams.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	See Bldg. Audit, Table 1	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	See Bldg. Audit, Table 1	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 341

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 342 and Ball Fields

SPECIAL CONDITIONS: Cleaning of this facility shall be done early in the morning on 1st shift, to ensure facility is clean for daytime use (ref. on-line calendar for scheduled hours). Routine trash and recycled can tasks for this building include the receptacles at the Ball Fields. The Ball Fields should be monitored beginning in April and through to late Fall. The Picnic Grounds should be monitored between May 1st and till closed (approx. mid October). The contractor shall report any destruction of Picnic Grounds to Security, and in the event that the Picnic Grounds is in violation of requirements for facility clean-up, this shall be reported in detail to the COTR prior to contractor cleanup. COTR may need to take pictures of the poor condition for documentation.

Description of Area/Floor Type	Shift	Routine Seasonal or Special Event Task	Frequency
Pavilion Area; Concrete	See Bldg. Audit, Table 1	Using a push broom, sweep all open areas.	Daily
"	See Bldg. Audit, Table 1	Hose open area to remove loose soil.	Daily
"	See Bldg. Audit, Table 1	Damp clean and sanitize table tops.	Daily
"	See Bldg. Audit, Table 1	Clean stainless steel sink and drain tray.	Daily
"	See Bldg. Audit, Table 1	Clean inside and outside of refrigerator. Defrost refrigerator, if necessary.	Twice Per Month
"	See Bldg. Audit, Table 1	Thoroughly clean all plastic chairs.	Yearly before Seasonal Use
Grille Area; Concrete	See Bldg. Audit, Table 1	Thoroughly clean grills, inside and out. Wash and clean all concrete floors. Clean refrigerators, walk-in cooler, table tops and bar area.	Yearly before Seasonal Use
"	See Bldg. Audit, Table 1	Monitor grills to detect cleanliness condition. Clean inside and outside of grills to remove any dirt or food found.	Daily During Seasonal Use
"	See Bldg. Audit, Table 1	Using a push broom, sweep all open areas.	Daily
Throughout Building	See Bldg. Audit, Table 1	Monitor trash receptacles and empty of any debris. Replace liners which contain food, beverages or other products. Remove all collected trash to designated area.	Daily
"	See Bldg. Audit, Table 1	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 342 and Ball Fields

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit, Table 1	Clean trash cans inside and out.	Yearly
"	See Bldg. Audit, Table 1	Clean and polish all drinking fountains.	Daily
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

JANITORIAL SERVICES CONTRACT**Building No.: 399**

SPECIAL CONDITIONS: Cleaning access is available until 8:00 p.m., after which the building is closed.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Resilient	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
"	See Bldg. Audit, Table 1	Wash interior and exterior of windows and glass on doors.	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

JANITORIAL SERVICES CONTRACT
Building No.: 399

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: 401

SPECIAL CONDITIONS: Building 401 currently under construction. Specifications will be updated upon completion. See Historical Data for Building Specifications for Building 203 in Attachment K.

Description of Area/Floor Type:	Shift	Routine Task	Frequency

JANITORIAL SERVICES CONTRACT
Building No.: 402

SPECIAL CONDITIONS: Building 402 currently under construction. Specifications will be updated upon completion. See Historical Data for Building Specifications for Building 204 in Attachment K.

Description of Area/Floor Type:	Shift	Routine Task	Frequency

JANITORIAL SERVICES CONTRACT
Building No.: 500

SPECIAL CONDITIONS: Although the shift is designated as NTC, if 2nd shift is chosen, some areas/rooms of the building are locked after hours and require alternative shift access for trash removal and dumping.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Halls; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
Office; Halls; Carpeted (see exceptions below)	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
1st Floor Hallway; Carpeted	NTC	Vacuum all carpeted traffic lane areas.	Daily
Coffee Station next to Room 2204	NTC	Empty coffee grounds and related trash from all trash receptacles in same room.	Daily
Rooms 2106 & 2144	NTC	Clean chalk boards and white boards.	Weekly
Auditorium; Carpet and Concrete	NTC	Vacuum all carpeted traffic lane areas.	Daily
"	NTC	Vacuum stage and stairs.	Weekly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 500

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; 9 Restrooms; 9 Stairwells; Terrazzo	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
4 Restrooms; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly

JANITORIAL SERVICES CONTRACT
Building No.: 500

Description of Area/Floor Type	Shift	Routine Task	Frequency
4 Restrooms; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Dining; Kitchen; Cafeteria; Serving & Contingent Areas; Resil. Tile	2	Clean (wash) mats to remove all grease. Clean all grease from underneath and around the mats.	Weekly
"	2	Rinse mats with water 4 days per week (alternating with once per week cleaning).	4 Days Per Week
"	NTC	Clean both sides of all glass doors and side glass. Includes interior glass surrounding cafeteria staircase.	Monthly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Kitchen, Serving Area; Resilient Tile	See Bldg. Audit, Table 1	Wash floor with degreaser to remove all dirt, grime and grease buildup which includes underneath all cooking equipment and furniture.	Weekly
Dining & Contingent Areas, Resilient Tile	NTC	Wet mop entire area.	Daily
Cafeteria; 1 Hand Sink	NTC	Replenish paper towel dispenser.	Daily/As Needed
All Other Areas; Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 500

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Areas; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
2 Restrooms; Concrete; Basement; Open Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Cargo Elevator	NTC	Completely clean and damp mop hard floor elevator.	Three Times Per Week
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly

JANITORIAL SERVICES CONTRACT
Building No.: 500

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 500

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Dining; Kitchen; Cafeteria; Serving & Contingent Areas; Resil.& Tile	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked into Cafeteria by customers. Additional mopping shall be performed when requested by COTR.	As needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Dining; Kitchen; Cafeteria; Serving & Contingent Areas; Resil.& Tile	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
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SPECIAL CONDITIONS: Yearly, on a weekday, usually around August timeframe, GRC hosts the Honor Awards Ceremony. This event is attended by both GRC employees, their families and guests, and special invitees. The following tasks shall be performed in support of this event.

Auditorium; Carpet and Concrete	See task details	Carpeting shall be vacuumed either after the preceding evening's last event or just prior to the Honor Awards Ceremony; and concrete flooring shall be swept.	Yearly
"	NTC	Dust all exposed areas on horizontal surfaces prior to ceremony.	Yearly
Auditorium Foyer	NTC	Clean the inside and outside of medal case prior to the ceremony. See Xynique Sims for key access.	Yearly
"	NTC	Clean the coat rack and area around the coat rack, prior to the ceremony, to remove any debris and dust.	Yearly

JANITORIAL SERVICES CONTRACT**Building No.: 501**

SPECIAL CONDITIONS: Access into Bldg. 501 requires a PIN code which shall be issued through Security. Cleaning in most the rooms on the second floor requires key access secured from Megan Tomsik at 3-3567.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 1 Stairwell; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	NTC	Completely clean and vacuum carpeted elevator.	Weekly
"	NTC	Vacuum stairs, dust railings, ledges and spot clean.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; 6 Restrooms; 9 Stairwell; Terrazzo	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily
"	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

JANITORIAL SERVICES CONTRACT
Building No.: 501

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; 6 Restrooms; 9 Stairwell; Terrazzo	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement and Open Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Basement Storage and Equipment Area	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily

JANITORIAL SERVICES CONTRACT**Building No.: 501**

Description of Area/Floor Type	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
"	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

JANITORIAL SERVICES CONTRACT
Building No.: 501

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT
Building No.: West Area - Gate 315

SPECIAL CONDITIONS: Access into Gate 315 requires a signed pass. (A contractor supervisor can be given authority to sign these passes from their own employees.) The signed pass shall be delivered to Security who will give the contractor a key to open Gate 315. The key shall be returned after the task has been performed.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Inside Gate 315	NTC	Pick up all trash (includes furniture, wood, and miscellaneous garbage) and load, crush and pack into dumpster. Notify by phone Waste Contract COTR when the dumpster is full.	Daily/As Needed